

## Rating Surveyors' Association Data Privacy Policy



This document reflects the General Data Protection Regulations ("GDPR"), effective 25th May 2018.

The Rating Surveyors' Association ("The RSA") is registered with the Information Commissioner's Office, the UK's independent data protection regulator. Our certificate is available upon request.

For the purposes of the General Data Protection Regulation and UK data protection laws, the Data Controller is the **Honorary Secretary of the Rating Surveyors' Association, Debbie Warwick.**

### **About this document**

The RSA is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect and process your personal data to make you aware of how we use your data as a member of the Association or a member of the public.

### **How we collect your information**

We collect your personal data in a number of ways:

- Directly from you when you fill in an application for membership; when you make enquiries on our website; or when you interact with us during your time as a member in various other ways (e.g. when you register for Association dinners, sign up for CPD events etc.);

### **The types of information we collect**

We may collect the following types of personal data about you:

- Contact and communications information, including e.g. your name, email address(es), telephone numbers, and records of communications and interactions we have had with you;
- Financial information, including direct debit details, emailed to the Honorary Treasurer;
- Certain other information which you provide on your application form when joining e.g. Qualifications, study status, specialisms, photographs.

- Information we need to arrange events and the administration of events, such as dietary requirements and any other pertinent information related to your requirements.
- If we receive a complaint or query from members, or members of the public, we will collect the data required to consider the complaint or query effectively.

### **How we use your personal data**

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your membership, including:
  - Informing you about upcoming events;
  - Taking payment of membership fees;
  - Providing access to other member's details through the Member's Directory.
- Administration of dining events;
- Analysis of membership category numbers to present to the Committee;
- Communications that we think may be of interest to you;
- Providing access to publications on the website;
- Storing your details on the Members platform;
- Audit of the accounts by the Honorary Auditor and record-keeping purposes;

We do not share your personal data with external bodies and members can opt to hide their contact details on the website.

### **The basis for processing your information**

We may process your personal data for the above purposes because:

- It is necessary for the running of the Association to fulfill its aims and objectives as outlined in the Rules of the Association, which is available on our website.
- We have your specific or, where necessary, explicit consent to do so when you apply to become a member;
- It is required in order for us to comply with our legal obligations as an organisation.

## Who has access to your data?

Visitors to the Association website have access to limited data through the Find a Rating Surveyor search tool. Members can also view your full data through the secure site. If a member wishes to hide this information there is an option to edit website settings under a member's Profile.

## Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications however, that we need to send you regardless of your preferences in order for us to fulfil our obligations to you as a member of the Association. Examples of these may include:

- Records of transactions, such as payment receipts or direct debit confirmations as applicable;
- Membership related mailings such as your membership renewal reminders, notices of formal meetings, information about elections as applicable.

**You are in control of how we communicate with you. If you need advice or assistance, please contact Debbie Warwick by email: [secretary@ratingsurveyorsassociation.org](mailto:secretary@ratingsurveyorsassociation.org)**

## Sharing your information with others

We do not sell or share your personal data with third parties to use other than as set out below:

- Providing names to Association events, such as Members' Dinner venues, for security reasons.

## Where is your data held and long your information is kept

Most of your personal data is processed through the website and on secure drives managed by the Honorary Secretary, Honorary Treasurer and Membership Secretary of the RSA. We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you are a member and for a period of **three (3) years** after your last interaction with us as a member (for accounting, tax reporting and record-keeping purposes).

## Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected. This can be done by Members once logged in to the website.

- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your information (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

### **Contact and complaints**

If you have any queries about this Privacy Policy or how we process your personal data, or if you wish to exercise any of your rights, you may contact Josh Myerson, President of the Association:

- By email: [president@ratingsurveyorsassociation.org](mailto:president@ratingsurveyorsassociation.org);
- or by post: c/o Montagu Evans LLP, 70 St Mary Axe, London, EC3A 8BE

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website available at [www.ico.org.uk](http://www.ico.org.uk).

### **Review of the Policy**

This Policy was last reviewed in April 2021. The content of the policy may be reviewed and changed without prior notice, please visit the policy for any changes.